United Nations ST/IC/2008/39

Secretariat

22 July 2008

Information circular*

To: Members of delegations and staff

From: The Under-Secretary-General for Management

Subject: **First day of issue — 8 August 2008: "Sport for Peace — Games of the XXIX Olympics, Beijing" stamps and souvenir sheets**

Commemorative stamps

1. On 8 August 2008, the United Nations Postal Administration (UNPA) will issue a set of six commemorative stamps and three souvenir sheets on the theme "Sport for Peace". The stamps were designed by Romero Britto of South America.

2. The stamps, in a mini-sheet format of nine stamps on each sheet, will be issued in the denominations of $0.42, $0.94, SwF 1.00, SwF 1.80, €0.65 and €1.30. The three souvenir sheets will be issued in the denominations of $1.25, SwF 3.00 and €2.10.

(United States equivalents: SwF 1.00: $0.96; SwF 1.80: $1.72; SwF 3.00: $2.87; €0.65: $1.01; €1.30: $2.02 and €2.10: $3.27; subject to exchange rate fluctuation.)

* Expiration date of the present information circular: 8 September 2008.

08-43430 (E) 280708

3. In conjunction with Olympic Expo Beijing 2008, a limited quantity of overprinted euro-denominated souvenir sheets will also be issued on the same day. UNPA is the first Postal Administration to use a unique printing process that involves metallizing the stamp paper in gold foil and printing offset white and the four-colour process.

4. To commemorate the 2008 Beijing Olympic Games, UNPA will also be issuing a new personalized special event sheet on the same day. The sheet is composed of ten 94-cent stamps with a stamp image designed by Romero Britto. The Chinese zodiac sign "Year of the Rat" and the text "Sport for Peace" with Olympic rings will appear on the tabs of the stamps alternately.

General information

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachets only. Members of delegations and the staff can obtain these items on Friday, 8 August, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building, from 9 a.m. to 5 p.m.;

(b) The temporary sales counter located on the east side of the Secretariat lobby, in front of the windows, between the cafeteria and the news-stand, from 9 a.m. to 4 p.m.

6. First-day-of-issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.

7. Information on United Nations stamps can be accessed on the Internet at http://unstamps.un.org.

United Nations ST/IC/2008/40

Secretariat

4 August 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Designation of special missions or locations for purposes of occasional recuperation break**

1. As a result of a recent mid-year review, the updated list of special missions or locations designated for occasional recuperation break purposes for 2008 is as follows:

Special missions

United Nations Integrated Office in Burundi

United Nations Peacebuilding Office in the Central African Republic

United Nations Mission in the Central African Republic and Chad

United Nations Mission for the Referendum in Western Sahara

United Nations Stabilization Mission in Haiti

United Nations Organization Mission in the Democratic Republic of the Congo

United Nations Operation in Côte d'Ivoire

United Nations Assistance Mission in Afghanistan

United Nations Assistance Mission for Iraq

United Nations Interim Force in Lebanon

United Nations Integrated Office in Sierra Leone

United Nations Mission in Ethiopia and Eritrea (Eritrea and border areas between Ethiopia and Eritrea)

United Nations Interim Administration Mission in Kosovo (Kosovo province)

United Nations Mission in Liberia

United Nations Mission in Nepal

* Expiration date of the present information circular: 31 December 2008.

08-44988 (E) 070808

United Nations Mission in the Sudan and African Union-United Nations Hybrid Operation in Darfur (Sudan)

United Nations Integrated Mission in Timor-Leste

United Nations Peacebuilding Support Office in Guinea-Bissau

United Nations Observer Mission in Georgia

United Nations Regional Centre for Preventive Diplomacy for Central Asia (Turkmenistan)

Office of the United Nations Special Coordinator for the Middle East Peace Process (Gaza City and Ramallah)

Designated duty stations

Ethiopia (Kebredahar)

Guinea (Conakry, Kissidougou and Nzerekore)

Indonesia (entire Aceh province)

Pakistan (Bagh, Battagram, Mansehra and Muzaffarabad)

Papua New Guinea (Buka and Port Moresby)

Russian Federation (Nazran and Vladikavkaz)

Somalia

Sri Lanka (Ampara, Batticaloa, Jaffna, Kilinochchi, Trincomalee and Vavuniya)

Uganda (Adjumani, Arua, Gulu, Hoima, Katakwi, Kitgum, Lira, Mbarara, Moroto Moyo, Pader and Soroti)

2. The list of duty stations may be amended in the event of significant changes in the mission or location environment during the course of the year.

3. The present circular supersedes information circular ST/IC/2008/9 of 28 January 2008.

United Nations ST/IC/2008/41

Secretariat

5 August 2008

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2007-30 June 2008**

1. The purpose of the present circular[1] is to inform staff members of the practice of the Secretary-General in exercising his authority in disciplinary matters under article X of the United Nations Staff Regulations, and to implement paragraph 17 of resolution 59/287, in which the General Assembly requested the Secretary-General to ensure that all staff of the Organization are informed of the most common examples of misconduct and/or criminal behaviour and their disciplinary consequences, including any legal action, with due regard to the protection of the privacy of the staff member(s) concerned. This circular covers the period from 1 July 2007 to 30 June 2008.

I. Overview of administrative machinery in disciplinary matters

A. Rules governing the conduct of staff members[2]

2. Article 101, paragraph 3, of the Charter of the United Nations states that the "paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and *integrity*" (emphasis added).

3. Article I of the Staff Regulations and chapter I of the Staff Rules, both entitled "Duties, obligations and privileges", set out the basic values expected of

* The present circular will be in effect until further notice.

[1] Previous circulars covering the period from January 2000 to June 2007 were issued as ST/IC/2002/25, ST/IC/2004/28, ST/IC/2005/51, ST/IC/2006/48 and ST/IC/2007/47.

[2] For a full overview of relevant provisions, see Secretary-General's bulletin ST/SGB/2002/13, "Status, basic rights and duties of United Nations staff members", issued at the request of the General Assembly. Provisions relating to the status, rights and obligations of staff members, and to disciplinary matters, can also be found in the electronic Human Resources Handbook under "Status, basic rights and duties" and "Disciplinary".

08-45110 (E) 080808

international civil servants because of their status, as well as particular manifestations of such basic values. Particular reference is made to staff regulation 1.2 and staff rule 101.2 for specific instances of expected or prohibited conduct.

B. Misconduct

4. Article X of the Staff Regulations, entitled "Disciplinary measures", provides in regulation 10.2 that "the Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory". Staff rule 110.1, on misconduct, provides that "failure by a staff member to comply with his or her obligations under the Charter of the United Nations, the Staff Regulations and Staff Rules or other relevant administrative issuances, or to observe the standards of conduct expected of an international civil servant, may amount to unsatisfactory conduct ... leading to the institution of disciplinary proceedings and the imposition of disciplinary measures for misconduct". Similarly, staff rule 101.2 (a) provides that "disciplinary procedures ... may be instituted against a staff member who fails to comply with his or her obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Rules, the Financial Regulations and Rules, and all administrative issuances". Within these parameters, the Secretary-General has broad discretion in determining what constitutes misconduct and in imposing disciplinary measures. Administrative instruction ST/AI/371, on revised disciplinary measures and procedures,[3] provides several examples of conduct for which disciplinary measures may be imposed.

C. Due process

5. Where the head of office or responsible officer believes, on the basis of an investigation, that disciplinary procedures may be warranted, he or she refers the matter to the Assistant Secretary-General for Human Resources Management for a decision on whether to pursue the matter as a disciplinary case.[4] During the period reported on, preliminary investigations were undertaken by the head of office or his or her designees, or by the Office of Internal Oversight Services, at its own initiative, or at the request of the head of office.

6. If the Assistant Secretary-General for Human Resources Management decides to pursue the matter as a disciplinary case, the first step is to notify the staff member in writing of the allegations as well as of his or her right to seek the assistance of counsel. The staff member is given a reasonable opportunity to respond to the allegations. In the light of the comments provided by the staff member, it is decided whether to close the case, to refer it to a Joint Disciplinary Committee for advice or to summarily dismiss the staff member.

7. The Secretary-General has broad discretionary authority in deciding upon an appropriate measure in each case. In most cases, the decision is taken on advice of a Joint Disciplinary Committee as to what measures, if any, are appropriate. However,

[3] See the electronic Human Resources Handbook referred to in footnote 2 above. Also relevant is administrative instruction ST/AI/379, on procedures for dealing with sexual harassment.

[4] The director of mission support in a mission refers the case to the Department of Field Support at Headquarters, which refers the matter to the Office of Human Resources Management if it concurs with the mission.

in cases of serious misconduct, staff members may be summarily dismissed without prior consideration by a Joint Disciplinary Committee, and would then have the right to request a review by a Joint Disciplinary Committee afterwards. Referral to a Joint Disciplinary Committee may also be waived by the staff member concerned. All staff members subjected to disciplinary measures ultimately have recourse to the United Nations Administrative Tribunal.[5]

D. Disciplinary measures

8. Staff rule 110.3 provides that disciplinary measures can take one or more of the following forms (i.e., more than one measure can be imposed in each case):

(a) Written censure by the Secretary-General;

(b) Loss of one or more steps in grade;

(c) Deferment, for a specified period, of eligibility for within-grade increment;

(d) Suspension without pay;

(e) Fine;

(f) Demotion;

(g) Separation from service, with or without notice or compensation in lieu thereof;

(h) Summary dismissal.

9. In determining the appropriate measure, every case is decided on its own merits, taking into account the particulars of the case, including aggravating and extenuating circumstances.

E. Other measures

10. Reprimands, written or oral, by a supervisory official are not considered disciplinary measures. Like warnings or letters of caution, they are administrative/managerial, not disciplinary measures. However, they are also important measures to uphold standards of proper conduct and to promote accountability. Where inappropriate behaviour affects performance, the issue is addressed in the context of performance management. This may include training, counselling, withholding of salary increments, non-renewal of contract or termination of appointment.

[5] Numerous judgements of the United Nations Administrative Tribunal relate to disciplinary measures and show the practice of the Secretary-General for those cases brought before the Tribunal. Digests of these can be found online on the Department of Management iSeek Intranet home page (see "Case and Jurisprudence Digest of United Nations Administrative Tribunal Judgements").

II. Summary of cases for which the Secretary-General imposed a disciplinary measure during the period from 1 July 2007 to 30 June 2008

11. For each case that led to the imposition of one or more disciplinary measures, a summary is provided below, indicating the nature of the misconduct and the disciplinary measure(s) imposed by the Secretary-General. The function or other particulars of the staff member are provided only when these played a role as aggravating circumstances in determining the measures to be taken. Conduct issues that were dealt with by means other than disciplinary measures are not listed.

12. Not every case brought to the attention of the Secretary-General results in disciplinary or other measures being taken. When a review by the Office of Human Resources Management reveals that there is not sufficient evidence to pursue a matter as a disciplinary case or when a staff member provides a satisfactory explanation in response to allegations, the case is closed and the staff member is considered cleared of the allegations. Cases may also be closed when a staff member retires or is otherwise separated from the Organization before disciplinary proceedings are concluded, as the Secretary-General does not have the authority to impose disciplinary measures on former staff members. In such cases, a record is made and placed in the official status file.

A. Abuse of authority/harassment

13. A staff member engaged in a sexual relationship with a daily worker and favoured the daily worker by actively seeking her transfer to an office where the daily worker would come under the supervision of the staff member.

Disposition: demotion by one level and no possibility of promotion for two years, after receipt of the advice of a Joint Disciplinary Committee.

14. A manager abused his authority over four staff members by pressuring them into authoring and/or signing a memorandum of support, including by using threats of non-renewal of contract.

Disposition: fine of four months' net base salary after receipt of the advice of a Joint Disciplinary Committee (the staff member was due to retire at the end of the month in which the Secretary-General's decision was rendered).

15. A staff member engaged in abuse of authority and sexual and workplace harassment of a colleague. The staff member also failed to follow instructions properly issued by a supervisor.

Disposition: separation from service after receipt of the advice of a Joint Disciplinary Committee.

B. Gross negligence

16. A staff member drove a United Nations vehicle without a United Nations permit and caused a traffic accident that caused bodily injury to another staff member and extensive damage to a United Nations vehicle and to the property of a third party.

Disposition: a written censure and a one-month suspension from duty without pay after waiver of referral to the Joint Disciplinary Committee.

17. A staff member failed to perform satisfactorily the duties of project supervisor by improperly certifying goods as having been delivered and work as having been satisfactorily completed without verifying.

Disposition: a written censure after waiver of referral to the Joint Disciplinary Committee.

18. A staff member failed to perform duties pursuant to correct procurement procedures, including by (a) failing to make efforts to ensure completion of procurement documentation in accordance with provisions of the Procurement Manual, (b) failing to ensure that construction works were completed in accordance with scope-of-work and bill-of-quantity documentation and (c) improperly certifying project completion reports, contractor performance reports and service certification reports.

Disposition: a written censure after waiver of referral to the Joint Disciplinary Committee.

19. A staff member who was head of the Contracts Unit, Procurement Section, and Acting Chief Procurement Officer in a peacekeeping mission failed to perform duties pursuant to the correct procurement procedures, as demonstrated, inter alia, by poor file management practices and allowing brand-specific items to be included in scope-of-work and bill-of-quantity documentation.

Disposition: a written censure after waiver of referral to the Joint Disciplinary Committee.

C. Fraud/misrepresentation

20. A staff member engaged in outside employment without notice to or approval of the Secretary-General; made material misrepresentation on his Personal History Profile form by failing to provide relevant information on a prior arrest and conviction under the host country penal code of an offence that was more than a minor traffic violation; and obtained and used an official government form of identification under false pretences.

Disposition: summary dismissal.

21. A staff member committed fraud against the Organization by processing the costs of his personal travel as part of the official travel of another staff member.

Disposition: separation from service after receipt of the advice of a Joint Disciplinary Committee.

22. A staff member submitted false education grant claims in respect of two dependants. One of the claims was supported by a forged cost breakdown.

Disposition: summary dismissal.

23. A staff member submitted false education grant claims in respect of eight dependants, supported by forged cost breakdown and falsified certificates for grades and/or school attendance.

Disposition: summary dismissal.

24. A staff member failed to comply with the laws of a host country and failed to disclose to the Organization a conviction under the host country's penal code for possessing and viewing child and other hard-core pornography.

Disposition: summary dismissal.

25. A staff member submitted medical insurance claims in respect of three family members that were supported by fraudulent medical certificates and receipts.

Disposition: summary dismissal.

26. A staff member engaged in a visa fraud scheme and in unauthorized outside activities.

Disposition: summary dismissal.

27. A staff member performing procurement functions solicited and received moneys from local citizens in exchange for their initial recruitment and/or continued service with the Organization.

Disposition: separation from service without compensation in lieu of notice or any termination indemnity.

28. A staff member, by virtue of office held, used information gained from official functions for private gain; failed to uphold the requisite standards in official procurement exercise; secured two separate loans from entities bidding on a United Nations contract; and engaged in corrupt practices.

Disposition: summary dismissal.

29. A staff member performing procurement functions solicited, received and accepted sums of money from a vendor who did and sought to do business with the United Nations.

Disposition: summary dismissal.

30. A staff member performing procurement functions engaged in a pattern of bribery and a scheme to solicit payments and other benefits from a number of vendors and companies that did or sought to do business with the United Nations, and knowingly made false, misleading and inaccurate material statements to investigators.

Disposition: summary dismissal.

31. A staff member performing procurement functions solicited, received and accepted sums of money from a vendor who did and sought to do business with the United Nations.

Disposition: summary dismissal.

D. Theft/misappropriation

32. A staff member working as a stores clerk, in collusion with another staff member working as a dispatcher, misappropriated photocopying paper as part of a scheme in which the paper was sold to third parties.

Disposition: summary dismissal.

33. A staff member performing as a dispatcher assisted in the misappropriation of photocopy paper by operating a United Nations vehicle onto which was loaded United Nations property fraudulently obtained by another staff member who worked as a stores clerk. The driver of the United Nations vehicle then delivered the United Nations property to the stores clerk's residence.

Disposition: summary dismissal.

34. A staff member attempted to steal eight bundles of concertina wire.

Disposition: summary dismissal.

E. Sexual exploitation and sexual abuse

35. A staff member was involved in inappropriate sexual relationships with female beneficiaries of assistance and deliberately misled investigators to protect his own interests.

Disposition: summary dismissal.

F. Computer-related misconduct

36. A staff member repeatedly used United Nations laptops to download and view paedophile material, in violation of the criminal code of the host country. The staff member persisted in such conduct even after being formally warned for misusing United Nations property.

Disposition: separation from service with compensation in lieu of notice, without termination indemnity, after receipt of the advice of a Joint Disciplinary Committee.

37. A staff member saved pornographic material that was sent to him and viewed it, possibly during office hours, from the hard drive.

Disposition: a loss of two steps in grade and a two-year deferment of eligibility for within-grade salary increment after receipt of the advice of a Joint Disciplinary Committee.

38. A staff member improperly accessed, copied and divulged confidential information and communications technology data without authorization.

Disposition: summary dismissal.

G. Conflict of interest

39. A staff member performing the functions of procurement assistant solicited, received and accepted a loan from a vendor who did or sought to do business with the United Nations.

Disposition: summary dismissal.

40. A staff member performing the functions of procurement officer solicited, received and accepted a loan from a vendor who did business and sought to do business with the United Nations.

Disposition: summary dismissal.

41. A staff member working in the procurement area accepted hospitality from a vendor doing business with the United Nations, the nature and value of which were in violation of the Staff Regulations and Rules and the guidelines and provisions of the Procurement Manual in force at the relevant time. The staff member also failed to respond fully to requests for information in the context of an authorized investigation.

Disposition: summary dismissal.

42. A staff member working in the procurement area accepted hospitality from a vendor doing business with the United Nations, the nature and value of which were in violation of the Staff Regulations and Rules and the guidelines and provisions of the Procurement Manual in force at the relevant time. The staff member also failed to respond fully to requests for information in the context of an authorized investigation.

Disposition: summary dismissal.

H. Other

43. A staff member omitted significant assets from the annual financial disclosure forms and failed to cooperate with an official investigation.

Disposition: demotion by one level, without opportunity, for the remaining period of service, to serve at a higher level, and a fine of two months' net base salary after receipt of the advice of a Joint Disciplinary Committee.

44. A staff member conspired with another person to fraudulently bring a third party into a host country, thus violating local law. The staff member failed to comply with local laws and honour private legal obligations, including, but not limited to, the obligation to honour an order of a competent court.

Disposition: separation from service after receipt of the advice of a Joint Disciplinary Committee.

45. A staff member attempted to cheat on an official language examination administered to internal and external candidates. The staff member refused to cooperate in an official investigation on the incident.

Disposition: demotion, no possibility of promotion for two years and written censure after receipt of the advice of a Joint Disciplinary Committee.

46. A staff member threatened security guards with a knife, took control of a gate phone and smashed a VHR radio belonging to a staff member. The staff member returned some hours later, armed with another knife.

Disposition: summary dismissal.

III. Criminal behaviour

47. In its resolution 59/287 the General Assembly requested the Secretary-General to take action expeditiously in cases of "proven ... criminal behaviour" and ensure that all staff of the Organization are informed about the actions taken. The Office of Legal Affairs has advised that criminal behaviour of staff members can be established only by competent authorities of Member States, in accordance with their criminal procedures. That office is aware of four cases during the reporting period where United Nations staff members were subject to criminal proceedings by competent national authorities of Member States:

(a) A staff member was arrested on charges of conspiracy and committing fraudulent acts in a scheme to fraudulently obtain visas to permit non-citizens to enter the United States of America. The staff member pled guilty to one count of fraud and misuse of visas, permits and other documents. The then-former staff member was subsequently sentenced to a term of one year's imprisonment;

(b) A staff member was indicted and arrested for the alleged criminal offence of smuggling narcotic substances into the United States of America via the use of the diplomatic pouch. The staff member subsequently entered a guilty plea with the United States authorities and was sentenced to a one-year term of probation;

(c) A staff member was indicted and arrested by local authorities in relation to charges of mail and wire fraud, conspiracy and fraud. A trial was held and a guilty verdict on these charges was entered. The then-former staff member was subsequently sentenced to a term of 97 months' imprisonment and ordered to pay restitution in favour of the United Nations in the amount of $932,165.99;

(d) A former staff member was tried and found guilty of conspiracy to commit money-laundering. The former staff member was sentenced to 51 months' imprisonment and fined $73,000.

United Nations ST/IC/2008/41*

Secretariat

15 August 2008

Information circular**

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2007-30 June 2008**

1. The purpose of the present circular[1] is to inform staff members of the practice of the Secretary-General in exercising his authority in disciplinary matters under article X of the United Nations Staff Regulations, and to implement paragraph 17 of resolution 59/287, in which the General Assembly requested the Secretary-General to ensure that all staff of the Organization are informed of the most common examples of misconduct and/or criminal behaviour and their disciplinary consequences, including any legal action, with due regard to the protection of the privacy of the staff member(s) concerned. This circular covers the period from 1 July 2007 to 30 June 2008.

I. Overview of administrative machinery in disciplinary matters

A. Rules governing the conduct of staff members[2]

2. Article 101, paragraph 3, of the Charter of the United Nations states that the "paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and *integrity*" (emphasis added).

---

* Reissued for technical reasons.

** The present circular will be in effect until further notice.

[1] Previous circulars covering the period from January 2000 to June 2007 were issued as ST/IC/2002/25, ST/IC/2004/28, ST/IC/2005/51, ST/IC/2006/48 and ST/IC/2007/47.

[2] For a full overview of relevant provisions, see Secretary-General's bulletin ST/SGB/2002/13, "Status, basic rights and duties of United Nations staff members", issued at the request of the General Assembly. Provisions relating to the status, rights and obligations of staff members, and to disciplinary matters, can also be found in the electronic Human Resources Handbook under "Status, basic rights and duties" and "Disciplinary".

08-45110* (E) 150808

3. Article I of the Staff Regulations and chapter I of the Staff Rules, both entitled "Duties, obligations and privileges", set out the basic values expected of international civil servants because of their status, as well as particular manifestations of such basic values. Particular reference is made to staff regulation 1.2 and staff rule 101.2 for specific instances of expected or prohibited conduct.

B. Misconduct

4. Article X of the Staff Regulations, entitled "Disciplinary measures", provides in regulation 10.2 that "the Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory". Staff rule 110.1, on misconduct, provides that "failure by a staff member to comply with his or her obligations under the Charter of the United Nations, the Staff Regulations and Staff Rules or other relevant administrative issuances, or to observe the standards of conduct expected of an international civil servant, may amount to unsatisfactory conduct ... leading to the institution of disciplinary proceedings and the imposition of disciplinary measures for misconduct". Similarly, staff rule 101.2 (a) provides that "disciplinary procedures ... may be instituted against a staff member who fails to comply with his or her obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Rules, the Financial Regulations and Rules, and all administrative issuances". Within these parameters, the Secretary-General has broad discretion in determining what constitutes misconduct and in imposing disciplinary measures. Administrative instruction ST/AI/371, on revised disciplinary measures and procedures,[3] provides several examples of conduct for which disciplinary measures may be imposed.

C. Due process

5. Where the head of office or responsible officer believes, on the basis of an investigation, that disciplinary procedures may be warranted, he or she refers the matter to the Assistant Secretary-General for Human Resources Management for a decision on whether to pursue the matter as a disciplinary case.[4] During the period reported on, preliminary investigations were undertaken by the head of office or his or her designees, or by the Office of Internal Oversight Services, at its own initiative, or at the request of the head of office.

6. If the Assistant Secretary-General for Human Resources Management decides to pursue the matter as a disciplinary case, the first step is to notify the staff member in writing of the allegations as well as of his or her right to seek the assistance of counsel. The staff member is given a reasonable opportunity to respond to the allegations. In the light of the comments provided by the staff member, it is decided whether to close the case, to refer it to a Joint Disciplinary Committee for advice or to summarily dismiss the staff member.

---

[3] See the electronic Human Resources Handbook referred to in footnote 2 above. Also relevant is administrative instruction ST/AI/379, on procedures for dealing with sexual harassment.

[4] The director of mission support in a mission refers the case to the Department of Field Support at Headquarters, which refers the matter to the Office of Human Resources Management if it concurs with the mission.

7. The Secretary-General has broad discretionary authority in deciding upon an appropriate measure in each case. In most cases, the decision is taken on advice of a Joint Disciplinary Committee as to what measures, if any, are appropriate. However, in cases of serious misconduct, staff members may be summarily dismissed without prior consideration by a Joint Disciplinary Committee, and would then have the right to request a review by a Joint Disciplinary Committee afterwards. Referral to a Joint Disciplinary Committee may also be waived by the staff member concerned. All staff members subjected to disciplinary measures ultimately have recourse to the United Nations Administrative Tribunal.[5]

D. Disciplinary measures

8. Staff rule 110.3 provides that disciplinary measures can take one or more of the following forms (i.e., more than one measure can be imposed in each case):

(a) Written censure by the Secretary-General;

(b) Loss of one or more steps in grade;

(c) Deferment, for a specified period, of eligibility for within-grade increment;

(d) Suspension without pay;

(e) Fine;

(f) Demotion;

(g) Separation from service, with or without notice or compensation in lieu thereof;

(h) Summary dismissal.

9. In determining the appropriate measure, every case is decided on its own merits, taking into account the particulars of the case, including aggravating and extenuating circumstances.

E. Other measures

10. Reprimands, written or oral, by a supervisory official are not considered disciplinary measures. Like warnings or letters of caution, they are administrative/managerial, not disciplinary measures. However, they are also important measures to uphold standards of proper conduct and to promote accountability. Where inappropriate behaviour affects performance, the issue is addressed in the context of performance management. This may include training, counselling, withholding of salary increments, non-renewal of contract or termination of appointment.

[5] Numerous judgements of the United Nations Administrative Tribunal relate to disciplinary measures and show the practice of the Secretary-General for those cases brought before the Tribunal. Digests of these can be found online on the Department of Management iSeek Intranet home page (see "Case and Jurisprudence Digest of United Nations Administrative Tribunal Judgements").

II. Summary of cases for which the Secretary-General imposed a disciplinary measure during the period from 1 July 2007 to 30 June 2008

11. For each case that led to the imposition of one or more disciplinary measures, a summary is provided below, indicating the nature of the misconduct and the disciplinary measure(s) imposed by the Secretary-General. The function or other particulars of the staff member are provided only when these played a role as aggravating circumstances in determining the measures to be taken. Conduct issues that were dealt with by means other than disciplinary measures are not listed.

12. Not every case brought to the attention of the Secretary-General results in disciplinary or other measures being taken. When a review by the Office of Human Resources Management reveals that there is not sufficient evidence to pursue a matter as a disciplinary case or when a staff member provides a satisfactory explanation in response to allegations, the case is closed and the staff member is considered cleared of the allegations. Cases may also be closed when a staff member retires or is otherwise separated from the Organization before disciplinary proceedings are concluded, as the Secretary-General does not have the authority to impose disciplinary measures on former staff members. In such cases, a record is made and placed in the official status file.

A. Abuse of authority/harassment

13. A staff member engaged in a sexual relationship with a daily worker and favoured the daily worker by actively seeking her transfer to an office where the daily worker would come under the supervision of the staff member.

Disposition: demotion by one level and no possibility of promotion for two years, after receipt of the advice of a Joint Disciplinary Committee.

14. A manager abused his authority over four staff members by pressuring them into authoring and/or signing a memorandum of support, including by using threats of non-renewal of contract.

Disposition: fine of four months' net base salary after receipt of the advice of a Joint Disciplinary Committee (the staff member was due to retire at the end of the month in which the Secretary-General's decision was rendered).

15. A staff member engaged in abuse of authority and sexual and workplace harassment of a colleague. The staff member also failed to follow instructions properly issued by a supervisor.

Disposition: separation from service after receipt of the advice of a Joint Disciplinary Committee.

B. Gross negligence

16. A staff member drove a United Nations vehicle without a United Nations permit and caused a traffic accident that caused bodily injury to another staff member and extensive damage to a United Nations vehicle and to the property of a third party.

Disposition: a written censure and a one-month suspension from duty without pay after waiver of referral to the Joint Disciplinary Committee.

17. A staff member failed to perform satisfactorily the duties of project supervisor by improperly certifying goods as having been delivered and work as having been satisfactorily completed without verifying.

Disposition: a written censure after waiver of referral to the Joint Disciplinary Committee.

18. A staff member failed to perform duties pursuant to correct procurement procedures, including by (a) failing to make efforts to ensure completion of procurement documentation in accordance with provisions of the Procurement Manual, (b) failing to ensure that construction works were completed in accordance with scope-of-work and bill-of-quantity documentation and (c) improperly certifying project completion reports, contractor performance reports and service certification reports.

Disposition: a written censure after waiver of referral to the Joint Disciplinary Committee.

19. A staff member who was head of the Contracts Unit, Procurement Section, and Acting Chief Procurement Officer in a peacekeeping mission failed to perform duties pursuant to the correct procurement procedures, as demonstrated, inter alia, by poor file management practices and allowing brand-specific items to be included in scope-of-work and bill-of-quantity documentation.

Disposition: a written censure after waiver of referral to the Joint Disciplinary Committee.

C. Fraud/misrepresentation

20. A staff member engaged in outside employment without notice to or approval of the Secretary-General; made material misrepresentation on his Personal History Profile form by failing to provide relevant information on a prior arrest and conviction under the host country penal code of an offence that was more than a minor traffic violation; and obtained and used an official government form of identification under false pretences.

Disposition: summary dismissal.

21. A staff member committed fraud against the Organization by processing the costs of his personal travel as part of the official travel of another staff member.

Disposition: separation from service after receipt of the advice of a Joint Disciplinary Committee.

22. A staff member submitted false education grant claims in respect of two dependants. One of the claims was supported by a forged cost breakdown.

Disposition: summary dismissal.

23. A staff member submitted false education grant claims in respect of eight dependants, supported by forged cost breakdown and falsified certificates for grades and/or school attendance.

Disposition: summary dismissal.

24. A staff member failed to comply with the laws of a host country and failed to disclose to the Organization a conviction under the host country's penal code for possessing and viewing child and other hard-core pornography.

Disposition: summary dismissal.

25. A staff member submitted medical insurance claims in respect of three family members that were supported by fraudulent medical certificates and receipts.

Disposition: summary dismissal.

26. A staff member engaged in a visa fraud scheme and in unauthorized outside activities.

Disposition: summary dismissal.

27. A staff member performing procurement functions solicited and received moneys from local citizens in exchange for their initial recruitment and/or continued service with the Organization.

Disposition: separation from service without compensation in lieu of notice or any termination indemnity.

28. A staff member, by virtue of office held, used information gained from official functions for private gain; failed to uphold the requisite standards in official procurement exercise; secured two separate loans from entities bidding on a United Nations contract; and engaged in corrupt practices.

Disposition: summary dismissal.

29. A staff member performing procurement functions solicited, received and accepted sums of money from a vendor who did and sought to do business with the United Nations.

Disposition: summary dismissal.

30. A staff member performing procurement functions engaged in a pattern of bribery and a scheme to solicit payments and other benefits from a number of vendors and companies that did or sought to do business with the United Nations, and knowingly made false, misleading and inaccurate material statements to investigators.

Disposition: summary dismissal.

31. A staff member performing procurement functions solicited, received and accepted sums of money from a vendor who did and sought to do business with the United Nations.

Disposition: summary dismissal.

D. Theft/misappropriation

32. A staff member working as a stores clerk, in collusion with another staff member working as a dispatcher, misappropriated photocopying paper as part of a scheme in which the paper was sold to third parties.

Disposition: summary dismissal.

33. A staff member performing as a dispatcher assisted in the misappropriation of photocopy paper by operating a United Nations vehicle onto which was loaded United Nations property fraudulently obtained by another staff member who worked as a stores clerk. The driver of the United Nations vehicle then delivered the United Nations property to the stores clerk's residence.

Disposition: summary dismissal.

34. A staff member attempted to steal eight bundles of concertina wire.

Disposition: summary dismissal.

E. Sexual exploitation and sexual abuse

35. A staff member was involved in inappropriate sexual relationships with female beneficiaries of assistance and deliberately misled investigators to protect his own interests.

Disposition: summary dismissal.

F. Computer-related misconduct

36. A staff member repeatedly used United Nations laptops to download and view paedophile material, in violation of the criminal code of the host country. The staff member persisted in such conduct even after being formally warned for misusing United Nations property.

Disposition: separation from service with compensation in lieu of notice, without termination indemnity, after receipt of the advice of a Joint Disciplinary Committee.

37. A staff member saved pornographic material that was sent to him and viewed it, possibly during office hours, from the hard drive.

Disposition: a loss of two steps in grade and a two-year deferment of eligibility for within-grade salary increment after receipt of the advice of a Joint Disciplinary Committee.

38. A staff member improperly accessed, copied and divulged confidential information and communications technology data without authorization.

Disposition: summary dismissal.

G. Conflict of interest

39. A staff member performing the functions of procurement assistant solicited, received and accepted a loan from a vendor who did or sought to do business with the United Nations.

Disposition: summary dismissal.

40. A staff member performing the functions of procurement officer solicited, received and accepted a loan from a vendor who did business and sought to do business with the United Nations.

Disposition: summary dismissal.

41. A staff member working in the procurement area accepted hospitality from a vendor doing business with the United Nations, the nature and value of which were in violation of the Staff Regulations and Rules and the guidelines and provisions of the Procurement Manual in force at the relevant time. The staff member also failed to respond fully to requests for information in the context of an authorized investigation.

Disposition: summary dismissal.

42. A staff member working in the procurement area accepted hospitality from a vendor doing business with the United Nations, the nature and value of which were in violation of the Staff Regulations and Rules and the guidelines and provisions of the Procurement Manual in force at the relevant time. The staff member also failed to respond fully to requests for information in the context of an authorized investigation.

Disposition: summary dismissal.

H. Other

43. A staff member omitted significant assets from the annual financial disclosure forms and failed to cooperate with an official investigation.

Disposition: demotion by one level, without opportunity, for the remaining period of service, to serve at a higher level, and a fine of two months' net base salary after receipt of the advice of a Joint Disciplinary Committee.

44. A staff member conspired with another person to fraudulently bring a third party into a host country, thus violating local law. The staff member failed to comply with local laws and honour private legal obligations, including, but not limited to, the obligation to honour an order of a competent court.

Disposition: separation from service after receipt of the advice of a Joint Disciplinary Committee.

45. A staff member attempted to cheat on an official language examination administered to internal and external candidates. The staff member refused to cooperate in an official investigation on the incident.

Disposition: demotion, no possibility of promotion for two years and written censure after receipt of the advice of a Joint Disciplinary Committee.

46. A staff member threatened security guards with a knife, took control of a gate phone and smashed a VHR radio belonging to a staff member. The staff member returned some hours later, armed with another knife.

Disposition: summary dismissal.

III. Criminal behaviour

47. In its resolution 59/287 the General Assembly requested the Secretary-General to take action expeditiously in cases of "proven ... criminal behaviour" and ensure that all staff of the Organization are informed about the actions taken. The Office of Legal Affairs has advised that criminal behaviour of staff members can be established only by competent authorities of Member States, in accordance with their criminal procedures. That office is aware of four cases during the reporting period where United Nations staff members were subject to criminal proceedings by competent national authorities of Member States:

(a) A staff member was arrested on charges of conspiracy and committing fraudulent acts in a scheme to fraudulently obtain visas to permit non-citizens to enter the United States of America. The staff member pleaded guilty to one count of fraud and misuse of visas, permits and other documents. The then-former staff member was subsequently sentenced to a term of one year's imprisonment;

(b) A staff member was indicted and arrested for the alleged criminal offence of smuggling narcotic substances into the United States of America via the use of the diplomatic pouch. The staff member subsequently entered a guilty plea with the United States authorities and was sentenced to a one-year term of probation;

(c) A staff member was indicted and arrested by local authorities in relation to charges of mail and wire fraud, conspiracy and fraud. A trial was held and a guilty verdict on these charges was entered. The then-former staff member was subsequently sentenced to a term of 97 months' imprisonment and ordered to pay restitution in favour of the United Nations in the amount of $932,165.99.

United Nations ST/IC/2008/42

Secretariat

15 August 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Post adjustment classification for New York**

1. The International Civil Service Commission has determined that the requirement for the application of post adjustment multiplier 72.4 for staff in the Professional and higher categories serving in New York has been met as from 1 August 2008. Consequently, effective 1 August 2008, the post adjustment multiplier for New York is being revised from 61.8 to 72.4.

2. The annual amounts of post adjustment at multiplier 72.4 for each salary level and step are shown in the annex to the present circular.

3. The implementation of the revised post adjustment multiplier will be reflected in the end of August 2008 payroll.

* The present circular, which cancels and supersedes ST/IC/2008/5 of 16 January 2008, will be in effect until further notice.

08-45863 (E) 150808

Annex

Post adjustment multiplier 72.4

(United States dollars)

Effective 1 August 2008

Level		Steps I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	**Net D**	98 792.70														
	Net S	88 908.65														
Assistant Secretary-General																
ASG	**Net D**	90 612.22														
	Net S	82 052.37														
Director																
D-2	**Net D**	75 828.86	77 308.00	78 787.85	80 268.43	81 747.56	83 227.42									
	Net S	69 662.56	70 911.46	72 156.01	73 395.50	74 632.82	75 863.62									
Principal Officer																
D-1	**Net D**	69 813.15	71 112.73	72 410.14	73 709.72	75 009.30	76 307.43	77 607.01	78 906.59	80 204.72						
	Net S	64 529.40	65 658.84	66 785.38	67 909.03	69 030.50	70 149.81	71 264.77	72 379.00	73 489.62						
Senior Officer																
P-5	**Net D**	58 786.63	59 892.18	60 997.72	62 101.82	63 208.10	64 312.20	65 418.47	66 523.29	67 628.84	68 733.66	69 838.49	70 944.04	72 049.58		
	Net S	54 612.77	55 595.24	56 574.08	57 552.93	58 529.61	59 503.39	60 477.17	61 448.05	62 418.21	63 386.20	64 352.74	65 316.38	66 280.03		
First Officer																
P-4	**Net D**	49 021.32	50 087.77	51 154.22	52 219.95	53 287.12	54 353.58	55 420.75	56 486.48	57 553.66	58 618.66	59 685.84	60 751.56	61 818.74	62 885.19	63 952.37
	Net S	45 649.65	46 621.26	47 591.42	48 559.40	49 527.39	50 494.66	51 461.20	52 425.56	53 389.21	54 352.85	55 314.32	56 275.80	57 236.54	58 195.84	59 154.42
Second Officer																
P-3	**Net D**	40 648.98	41 635.79	42 624.05	43 610.14	44 598.40	45 584.49	46 571.30	47 559.56	48 547.10	49 533.91	50 522.17	51 507.53	52 496.52	53 482.60	54 469.42
	Net S	37 943.39	38 851.29	39 760.63	40 667.80	41 577.15	42 483.60	43 390.77	44 300.11	45 206.56	46 114.46	47 019.46	47 925.18	48 828.73	49 733.73	50 638.73
Associate Officer																
P-2	**Net D**	33 701.48	34 585.48	35 468.04	36 351.32	37 234.60	38 116.43	39 000.43	39 881.54	40 765.54	41 649.55	42 531.38	43 416.11			
	Net S	31 611.29	32 412.76	33 211.33	34 012.07	34 811.37	35 612.11	36 425.89	37 236.77	38 051.27	38 863.60	39 674.48	40 488.98			
Assistant Officer																
P-1	**Net D**	26 678.68	27 528.65	28 375.73	29 225.71	30 072.79	30 921.32	31 771.29	32 619.82	33 466.90	34 316.15					
	Net S	25 166.24	25 948.16	26 730.80	27 512.72	28 293.92	29 075.12	29 857.76	30 630.27	31 399.16	32 168.04					

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

United Nations ST/IC/2008/43

Secretariat

15 August 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category**

1. The current procedure for adjusting the scale of pensionable remuneration for staff in the Professional and higher categories provides for the scale to be revised on the same date as the net remuneration amounts (base salary plus post adjustment) of staff in the Professional and higher categories in New York are adjusted. The scale of pensionable remuneration for those categories, in accordance with the provisions of article 54 (b) of the Regulations of the United Nations Joint Staff Pension Fund, must be adjusted with the same effective date and by the same percentage as the net remuneration increase.

2. As indicated in information circular ST/IC/2008/42 of 15 August 2008, the International Civil Service Commission has determined that the requirement for post adjustment multiplier 72.4 for staff in the Professional and higher categories in New York had been met as of 1 August 2008. Therefore, the revised post adjustment multiplier of 72.4 was authorized for New York with effect from 1 August 2008.

3. In accordance with the procedure described in paragraph 1 above, the Chairman of the International Civil Service Commission has promulgated the consequent revised scale of pensionable remuneration applicable to staff in the Professional and higher categories, with effect from 1 August 2008. The revised scale is reproduced in annex I to the present circular.

4. The pensionable remuneration amounts for staff in the Field Service category will also be revised with effect from 1 August 2008. The revised scale is set out in annex II to the present circular.

5. The August 2008 statements of earnings and deductions will reflect the changes in the monthly pension contributions resulting from the revised scales of pensionable remuneration contained in annexes I and II to the present circular.

* The present circular, which cancels and supersedes ST/IC/2007/38 of 20 September 2007, will be in effect until further notice.

08-46220 (E) 150808

Annex I

Pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 August 2008

	Steps														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General															
USG	287 872														
Assistant Secretary-General															
ASG	266 074														
Director															
D-2	221 246	226 277	231 304	236 327	241 354	246 380									
Principal Officer															
D-1	201 097	205 222	209 346	213 461	217 585	221 913	226 333	230 751	235 162						
Senior Officer															
P-5	167 337	170 844	174 349	177 860	181 366	184 873	188 377	191 889	195 394	198 901	202 410	205 925	209 684		
First Officer															
P-4	136 592	139 973	143 346	146 721	150 104	153 476	156 853	160 234	163 608	166 982	170 356	173 745	177 116	180 493	183 872
Second Officer															
P-3	112 262	115 131	117 995	120 856	123 726	126 590	129 455	132 324	135 323	138 458	141 590	144 720	147 855	150 986	154 119
Associate Officer															
P-2	92 100	94 669	97 227	99 791	102 354	104 916	107 478	110 038	112 604	115 167	117 727	120 292			
Assistant Officer															
P-1	71 718	74 186	76 648	79 109	81 574	84 034	86 502	88 961	91 425	93 887					

Annex II

Pensionable remuneration for staff in the Field Service category

(United States dollars)

Effective 1 August 2008

	Steps														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
FS-7	135 841	139 410	142 981	146 543	150 112	153 476	157 254	160 820	164 389	167 956	171 525	175 098			
FS-6	113 003	116 003	119 007	121 998	124 997	127 998	130 991	134 022	137 293	140 572	143 853	147 125			
FS-5	97 280	99 832	102 393	104 951	107 512	110 067	112 628	115 184	117 746	120 303	122 863	125 418	127 978		
FS-4	85 331	87 458	89 579	91 703	93 824	95 949	98 071	100 199	102 318	104 442	106 565	108 618	110 810	112 935	115 057
FS-3	74 885	76 695	78 501	80 307	82 106	83 917	85 725	87 525	89 335	91 129	92 938	94 744	96 555	98 356	100 166
FS-2	65 975	67 492	69 093	70 686	72 280	73 874	75 399	77 063	78 658	80 259	81 850	83 445			
FS-1	58 726	60 021	61 313	62 601	63 891	65 190	66 483	67 854	69 257	70 655					

United Nations ST/IC/2008/44

Secretariat

12 August 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Rates of daily subsistence allowance at New York, Geneva and Vienna**

1. Pursuant to section 2.2 of administrative instruction ST/AI/1998/3, on the system of daily subsistence allowance, the purpose of the present circular is to inform the staff of the schedule of rates of daily subsistence allowance applicable to the above-mentioned duty stations and their effective dates, as set out in the annex to the present circular.

2. The schedule set out in the annex replaces the schedule contained in the annex to information circular ST/IC/2008/6 of 16 January 2008.

* The present circular, which cancels and supersedes ST/IC/2008/6 of 16 January 2008, will be in effect until further notice.

08-45908 (E) 180808

Annex

Rates of daily subsistence allowance at Headquarters, Geneva and Vienna

	Headquarters[a] *(US$ per day)*		*Geneva*[b] *(SwF per day)*	*Vienna*[c] *(€ per day)*
(i) *First 60 days*, consecutive or otherwise, at the temporary duty station, all staff:				
	First 30 days	*Next 30 days*		
Standard year-round rate	378	321	366	226
Special hotels, January-August[d]	492	418		
Special hotels, September-December[e]	620	530		
(ii) *During the next 60 days*, consecutive or otherwise, at the temporary duty station, all staff:				
Standard year-round rate	252		275	170
Special hotels, January-August[d]	328			
Special hotels, September-December[e]	413			
(iii) *After 120 days*, consecutive or otherwise, at the temporary duty station, all staff:				
Standard year-round rate	189		220	136
Special hotels, January-August[d]	246			
Special hotels, September-December[e]	310			

[a] Effective 1 August 2008.
[b] Effective 1 January 2008.
[c] Effective 1 August 2008.
[d] The hotels in this category are the East Gate Tower, Grand Hyatt, Marriott Courtyard, San Carlos and Shelburne Murray Hill.
[e] The hotels in this category are the East Gate Tower, Grand Hyatt, Marriott Courtyard, Millennium UN Plaza, Roger Smith, San Carlos, Shelburne Murray Hill and Tudor.

United Nations ST/IC/2008/45

Secretariat

15 August 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service and related categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of July 2008 reflects a 5.13 per cent movement over the October 2007 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 4.6 per cent, effective 1 August 2008.

3. The amounts of dependency allowances remain unchanged.

4. The amounts of the first and second language allowances will be revised, effective 1 August 2008, to $2,148 and $1,074 net per annum, respectively.

5. The revised salary scales, which are contained in the annex to the present circular, will be implemented in the end of August 2008 payroll.

* The present circular, which cancels and supersedes circular ST/IC/2007/48 dated 21 November 2007, will be in effect until further notice.

08-46222 (E) 210808

Annex

Revised salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 August 2008

Level		*STEPS*										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	68 599	71 491	74 384	77 277	80 170	83 062	85 955	88 848	91 741	94 633	97 526*
	(Gross pension)	66 252	68 946	71 643	74 338	77 033	79 730	82 425	85 121	87 816	90 512	93 208*
	(Total net)	52 333	54 329	56 325	58 321	60 317	62 313	64 309	66 305	68 301	70 297	72 293*
	(Net pension)	52 333	54 329	56 325	58 321	60 317	62 313	64 309	66 305	68 301	70 297	72 293*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	61 420	64-030	66 641	69 251	71 861	74 471	77 081	79 691	82 301	84 912	87 522*
	(Gross pension)	59 813	62 152	64 490	66 850	69 283	71 716	74 149	76 583	79 016	81 449	83 882*
	(Total net)	47 380	49 181	50 982	52 783	54 584	56 385	58 186	59 987	61 788	63 589	65 390*
	(Net pension)	47 380	49 181	50 982	52 783	54 584	56 385	58 186	59 987	61 788	63 589	65 390*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	55 226	57 427	59 628	61 962	64 323	66 684	69 045	71 406	73 767	76 128	78 488*
	(Gross pension)	53 949	56 065	58 181	60 296	62 413	64 528	66 658	68 861	71 062	73 264	75 465*
	(Total net)	42 867	44 496	46 125	47 754	49 383	51 012	52 641	54 270	55 899	57 528	59 157*
	(Net pension)	42 867	44 496	46 125	47 754	49 383	51 012	52 641	54 270	55 899	57 528	59 157*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	49 739	51 731	53 723	55 715	57 707	59 699	61 813	63 949	66 086	68 222	70 358*
	(Gross pension)	48 673	50 589	52 503	54 418	56 333	58 248	60 162	62 077	63 993	65 907	67 884*
	(Total net)	38 807	40 281	41 755	43 229	44 703	46 177	47 651	49 125	50 599	52 073	53 547*
	(Net pension)	38 807	40 281	41 755	43 229	44 703	46 177	47 651	49 125	50 599	52 073	53 547*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	44 726	46 534	48 342	50 150	51 958	53 766	55 574	57 382	59 191	61 071	63 010*
	(Gross pension)	43 863	45 599	47 336	49 073	50 809	52 546	54 282	56 019	57 756	59 493	61 229*
	(Total net)	35 097	36 435	37 773	39 111	40 449	41 787	43 125	44 463	45 801	47 139	48 477*
	(Net pension)	35 097	36 435	37 773	39 111	40 449	41 787	43 125	44 463	45 801	47 139	48 477*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	40 238	41 873	43 508	45 143	46 778	48 414	50 049	51 684	53 319	54 954*	
	(Gross pension)	39 541	41 114	42 686	44 260	45 832	47 405	48 977	50 549	52 122	53 694*	
	(Total net)	31 776	32 986	34 196	35 406	36 616	37 826	39 036	40 246	41 456	42 666*	
	(Net pension)	31 776	32 986	34 196	35 406	36 616	37 826	39 036	40 246	41 456	42 666*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	36 312	37 732	39 153	40 597	42 076	43 554	45 032	46 511	47 989*		
	(Gross pension)	35 626	37 048	38 469	39 890	41 312	42 734	44 155	45 577	46 998*		
	(Total net)	28 760	29 854	30 948	32 042	33 136	34 230	35 324	36 418	37 512*		
	(Net pension)	28 760	29 854	30 948	32 042	33 136	34 230	35 324	36 418	37 512*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 148
Second language	1 074

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- **Long-service step:**
  Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

  The qualifying criteria for in-grade increases to the long-service step are as follows:

  - **The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;**
  - **The staff member's service should have been satisfactory.**

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 August 2008

Level		STEPS											
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	74 587	77 236	79 886	82 535	85 184	87 833	90 483	93 132	95 781	98 430	101 080	103 729
	(Gross pension)	71 817	74 289	76 761	79 232	81 704	84 176	86 647	89 120	91 591	94 062	96 535	99 006
	(Total net)	56 465	58 293	60 121	61 949	63 777	65 605	67 433	69 261	71 089	72 917	74 745	76 573
	(Net pension)	56 465	58 293	60 121	61 949	63 777	65 605	67 433	69 261	71 089	72 917	74 745	76 573
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the level shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  - The staff member's service should have been satisfactory.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 August 2008

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	60 023	63 196	66 368	69 541	72 713
	(Gross pension)	58 558	61 402	64 244	67 121	70 078
	(Total net)	46 416	48 605	50 794	52 983	55 172
	(Net pension)	46 416	48 605	50 794	52 983	55 172
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	52 868	55 150	57 432	59 715	62 142
	(Gross pension)	51 684	53 878	56 070	58 263	60 456
	(Total net)	41 122	42 811	44 500	46 189	47 878
	(Net pension)	41 122	42 811	44 500	46 189	47 878
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	48 512	50 596			
	(Gross pension)	47 497	49 501			
	(Total net)	37 899	39 441			
	(Net pension)	37 899	39 441			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Language allowances: not entitled.

Gross:	Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
Gross pension:	Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.
Total net:	Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.
Net pension:	Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.
NPC:	Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 August 2008

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	91 100	94 641	98 181	101 722	105 262	108 803	112 343	115 884	119 425*				
	(Gross pension)	87 216	90 518	93 821	97 123	100 498	104 040	107 581	111 123	114 665*				
	(Total net)	67 859	70 302	72 745	75 188	77 631	80 074	82 517	84 960	87 403*				
	(Net pension)	67 859	70 302	72 745	75 188	77 631	80 074	82 517	84 960	87 403*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	84 383	87 680	90 977	94 274	97 571	100 868	104 165	107 462	110 759*				
	(Gross pension)	80 960	84 034	87 108	90 182	93 256	96 330	99 404	102 700	105 997*				
	(Total net)	63 224	65 499	67 774	70 049	72 324	74 599	76 874	79 149	81 424*				
	(Net pension)	63 224	65 499	67 774	70 049	72 324	74 599	76 874	79 149	81 424*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	77 619	80 684	83 749	86 814	89 880	92 945	96 010	99 075	102 141*				
	(Gross pension)	74 657	77 514	80 372	83 230	86 086	88 944	91 802	94 658	97 516*				
	(Total net)	58 557	60 672	62 787	64 902	67 017	69 132	71 247	73 362	75 477*				
	(Net pension)	58 557	60 672	62 787	64 902	67 017	69 132	71 247	73 362	75 477*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	70 774	73 583	76 391	79 200	82 009	84 817	87 626	90 435	93 243*				
	(Gross pension)	68 262	70 883	73 502	76 123	78 743	81 363	83 983	86 603	89 223*				
	(Total net)	53 834	55 772	57 710	59 648	61 586	63 524	65 462	67 400	69 338*				
	(Net pension)	53 834	55 772	57 710	59 648	61 586	63 524	65 462	67 400	69 338*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	66 022	68 226	70 430	72 635	74 839	77 043	79 248	81 452	83 657	85 861	88 065*		
	(Gross pension)	63 929	65 905	67 946	70 002	72 059	74 115	76 171	78 228	80 284	82 340	84 397*		
	(Total net)	50 555	52 076	53 597	55 118	56 639	58 160	59 681	61 202	62 723	64 244	65 765*		
	(Net pension)	50 555	52 076	53 597	55 118	56 639	58 160	59 681	61 202	62 723	64 244	65 765*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	59 197	61 132	63 125	65 117	67 110	69 103	71 096	73 088	75 081	77 074	79 067	81 059	83 052*
	(Gross pension)	57 770	59 555	61 340	63 125	64 910	66 712	68 570	70 427	72 285	74 142	76 000	77 857	79 714*
	(Total net)	45 806	47 181	48 556	49 931	51 306	52 681	54 056	55 431	56 806	58 181	59 556	60 931	62 306*
	(Net pension)	45 806	47 181	48 556	49 931	51 306	52 681	54 056	55 431	56 806	58 181	59 556	60 931	62 306*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	52 780	54 446											
	(Gross pension)	51 598	53 200											
	(Total net)	41 057	42 290											
	(Net pension)	41 057	42 290											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):

Child	2 083[a]
	2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a]
	3 246[b]
Dependent spouse	3 336[a]
	3 562[b]
Secondary dependant	1 257[a]
	1 307[b]
	1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 148
Second language	1 074

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
- The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 August 2008

Level		STEPS I	II	III	IV	V	VI	VII*
TC-8	(Gross)	84 158	87 083	90 007	92 932	95 857	98 781	101 706
	(Gross pension)	80 751	83 477	86 204	88 931	91 658	94 384	97 111
	(Total net)	63 069	65 087	67 105	69 123	71 141	73 159	75 177
	(Net pension)	63 069	65 087	67 105	69 123	71 141	73 159	75 177
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	78 881	81 639	84 397	87 155	89 913	92 671	95 429
	(Gross pension)	75 830	78 401	80 972	83 544	86 115	88 686	91 257
	(Total net)	59 428	61 331	63 234	65 137	67 040	68 943	70 846
	(Net pension)	59 428	61 331	63 234	65 137	67 040	68 943	70 846
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	73 609	76 197	78 786	81 374	83 962	86 551	89 139
	(Gross pension)	70 913	73 326	75 740	78 154	80 567	82 981	85 396
	(Total net)	55 790	57 576	59 362	61 148	62 934	64 720	66 506
	(Net pension)	55 790	57 576	59 362	61 148	62 934	64 720	66 506
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	68 354	70 771	73 188	75 606	78 023	80 441	82 858
	(Gross pension)	66 022	68 266	70 521	72 776	75 031	77 286	79 541
	(Total net)	52 164	53 832	55 500	57 168	58 836	60 504	62 172
	(Net pension)	52 164	53 832	55 500	57 168	58 836	60 504	62 172
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	63 094	65 343	67 593	69 842	72 091	74 341	76 590
	(Gross pension)	61 311	63 326	65 342	67 402	69 500	71 598	73 696
	(Total net)	48 535	50 087	51 639	53 191	54 743	56 295	57 847
	(Net pension)	48 535	50 087	51 639	53 191	54 743	56 295	57 847
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	57 969	59 915	61 996	64 083	66 170	68 257	70 343
	(Gross pension)	56 585	58 456	60 327	62 198	64 067	65 938	67 870
	(Total net)	44 897	46 337	47 777	49 217	50 657	52 097	53 537
	(Net pension)	44 897	46 337	47 777	49 217	50 657	52 097	53 537
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	53 082	54 865	56 647	58 430	60 228	62 139	64 051
	(Gross pension)	51 888	53 601	55 315	57 029	58 743	60 456	62 170
	(Total net)	41 281	42 600	43 919	45 238	46 557	47 876	49 195
	(Net pension)	41 281	42 600	43 919	45 238	46 557	47 876	49 195
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	48 145	49 772	51 399	53 026	54 653	56 280	57 907
	(Gross pension)	47 144	48 708	50 271	51 836	53 400	54 964	56 528
	(Total net)	37 627	38 831	40 035	41 239	42 443	43 647	44 851
	(Net pension)	37 627	38 831	40 035	41 239	42 443	43 647	44 851
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	2 083[a] 2 217[b]
Except for the first dependent child of a single, widowed or divorced staff member	2 879[a] 3 246[b]
Dependent spouse	3 336[a] 3 562[b]
Secondary dependant	1 257[a] 1 307[b] 1 318[c]

Language allowances (to be included in pensionable remuneration) (US$ net per annum):

First language	2 148
Second language	1 074

[a] Payable to staff who become eligible on or after 1 September 2006.
[b] Payable to eligible staff on board and already in receipt of amount prior to 1 September 2006.
[c] Payable to eligible staff on board and already in receipt of amount prior to 1 June 2004.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:
  The qualifying criteria for in-grade increases to the long-service step are as follows:
  - The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
  - The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

United Nations ST/IC/2008/46

Secretariat

19 August 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Working hours during the sixty-third session of the General Assembly**

1. In accordance with rule 1 of the rules of procedure of the General Assembly, as amended by Assembly resolution 57/301, the sixty-third session of the Assembly will open on Tuesday, 16 September 2008. Accordingly, from 16 September 2008 until the last day of the main part of the regular session of the Assembly, normal working hours will be eight and a half hours per day.

2. In accordance with Secretary-General's Bulletin ST/SGB/2003/4, heads of departments or offices may authorize flexible working arrangements, subject to exigencies of service. Essential services must be maintained at all times to best meet the requirements of the General Assembly.

3. From the day following the last day of the main part of the sixty-third session of the General Assembly until further notice, normal working hours will again be eight hours per day.

* Expiration date of the present information circular: 31 December 2008.

08-46570 (E) 250808